



# HMS & HSDM New Hire & Annual Affirmative Action Report

## Part 1) New Hire, Re-hire, Break in Service Appointment Form (appointee new to Harvard)

<b>Personal Information</b>						<b>HUID #:</b>		
<b>Name</b>		<i>First</i>		<i>Middle</i>		<i>Last</i>		<i>Suffix</i>
Primary (legal) Name		<input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.						
Preferred/Known as Name		<input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.						
Soc sec #		<b>Date of Birth (Required)</b>		Gender		<input type="checkbox"/> Female <input type="checkbox"/> Male		
Ethnic Group		<b>Hispanic?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Amer Indian or Alaskan Native American <input type="checkbox"/> Black or African		<input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander		<input type="checkbox"/> White
<b>Home Address</b>				<b>Primary Office Mailing Address</b>				
Home Address Line 1				Office Address - Hospital/Institution		Location Code:		
Home Address Line 2				Office Address Div/Dept, Bldg, Room				
Home Address Line 3				Office Address Street				
Home City, State, Zip, Country				Office City, State, Zip, Country				
Home Phone		Office Phone		Office Fax				
Email address								
<b>Job Information</b>								
Hire Date		End Date		<b>PI, Lab, or Supervisor</b>				
Department # and Name				Job Loc if not default		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
<b>Job Code</b>								
<b>Title:</b>								
<b>Compensation and Costing Information if to be on Harvard Payroll.</b>								
Standard Work Hours		<input type="checkbox"/> NPD (not Harvard Paid)		<input type="checkbox"/> 17.5 <input type="checkbox"/> 35 other: _____		FTE Annual Salary		\$
Tub		Org		Object		Fund		Activity
				XXXX				
				XXXX				
<b>Education Data (Bachelors or higher only)</b>								
Country		Degree		Date Acquired		Code		School
<b>Citizenship Data</b>		<input type="checkbox"/> US Citizen/Perm Res/Non Res Alien Working Abroad		<input type="checkbox"/> Non Resident Alien				
By signing as the Dept Head, I certify that:								
- For <a href="#">academic appointments</a> : the HMS requirements for this appointment have been verified and met.								
- For <a href="#">payroll</a> : the pay rate indicated has been approved by the appropriate representatives in HMS HR and/or in FOA								
- For <a href="#">costing</a> : the costing shown is correct. If the fund is a sponsored restricted gift or restricted endowment fund, I am familiar with the sponsor's/donor's restrictions and the nature and extent of these salary changes is compatible with such restrictions. Omissions and errors in the HMS pay rates or general ledger coding may be charged back to the department.								
<b>Preparer Name &amp; Phone #</b>								
<b>Academic Department Head Signature</b>								

Submit the New Hire and AA forms to: Harvard Medical School, 25 Shattuck St, Human Resources Data Processing, 25 Shattuck St, Room #150, Boston, MA 02115 (Fax#: 617-432-0714)



# HMS & HSDM Annual Affirmative Action Report

## Part 2)

To be completed by the appointing department for all first annual appointments, first appointments after a break in service of more than two years, or reappointments with change in title or location when there is a significant change of activity or level of responsibility. Note: Not required for Visiting Appointments

Appointee name:	Department:

### 1) Definitions for Minority Classification (as defined by the Department of Labor) as stated on New Hire form.

#### Is the candidate Hispanic/Latino?

- A **Hispanic or Latino** person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

#### Racial Definitions:

- An **American Indian or Alaska Native** person has origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- An **Asian** person has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- A **Black or African American** person has origins in any of the black racial groups of Africa.
- A **Native Hawaiian or Other Pacific Islander** person has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- A **White** person has origins in any of the original peoples of Europe, the Middle East, or North Africa.

### 2) Search Procedures

- Internship Selection Committee
- Departmental Search Committee
- Training Program Steering Committee
- Other (specify) \_\_\_\_\_

**3) Record Maintenance:** In order to meet Medical School/School of Dental Medicine/Affiliated Institution Affirmative Action requirements, it is important that you maintain in your department **for at least six years** a record of

- the names of people in your department who participated in the selection process (note which are women and minorities)
- the name of each candidate including, where available, curriculum vitae, bibliography and data on race and sex
- the process of consideration and specific comparison of leading candidates that led to selection
- all selection, search or steering committee votes

The above records must be available in your department for review.

<b>Departmental Signature:</b>	<b>Date:</b>
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